



Non-Merit Job Vacancy Announcement

ATTORNEY

Pay Grade:	Varies	Position Type:	Full Time
Salary or Range:	To be determined	Work Schedule:	To be determined
FLSA Designation:	Exempt	Work Week:	37.5 or 40 Hour

Agency: To be determined

Work Address: To be determined

Work County: To be determined

AGENCY COMMENTS:

The Commonwealth is currently seeking attorneys to fill various positions. Selected candidates will be hired and placed into these positions based upon their education and experience.

DESCRIPTION OF JOB DUTIES:

Specific job duties will vary between positions/agencies. Examples of duties or responsibilities include:

- Handle various phases of litigation with varying levels of supervision, based on position
- Perform legal research, prepare briefs, and draft opinions
- Prepare and argue cases
- Carry out simple and/or routine negotiations with clients, witnesses, or other interested parties in gathering information
- Provide representation and other services in state and federal courts and administrative forums
- May work as a member of an inter-disciplinary team, and may coordinate the efforts of non-attorney staff
- Assist in drafting legislation and administrative regulations
- Strong PC skills utilizing Microsoft Office software
- Ability to work with highly confidential information
- Problem solving and analytical skills
- Detail oriented with the ability to manage multiple tasks simultaneously
- Excellent interpersonal, written and verbal communication skills
- Ability to work under pressure to meet deadlines

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE:

Varies based on specific position.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed to practice law in the Commonwealth of Kentucky or comply with SCR 2.111 Limited certification of admission to practice or SCR 2.112 Attorney participants in defender or legal services programs. Must maintain current license to practice law in the Commonwealth of Kentucky or continue to comply with SCR 2.111 Limited certification of admission to practice or SCR 2.112 Attorney participants in defender or legal services programs for the length of employment in this job title.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: Open until filled)

[Posted on: 5/9/16]

Submit a resume and letter of interest to PERS.DEMDirector@ky.gov.

Also, complete an Unclassified Service State Application at <https://personnel.ky.gov/NonMeritCandidate/>.

Contact Name:

Contact Method: PERS.DEMDirector@ky.gov

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.